

TOWN OF MILFORD

JOINT LOSS MANAGEMENT COMMITTEE (JLMC)

MEETING MINUTES

DECEMBER 1, 2020 Via Zoom 9:00 am

Attendees: Karen Blow (HR), John Shannon (Town Administrator), Andrew Grady (Library), Darlene Bouffard (Comm. Dev.), Mike Viola (Police), C. Labonte (BOS member), Michael Goldstein (Fire), B. Whitfield (in the place of J. Soucy), Phil St. Cyr (Primex)

Quorum: 14 voting members, 8= quorum

Absent: Rodney Dunn (Chair-MAS), Seth Darling (Water Util), Michael LaCure (Police), Russ Works (DPW), Rick Riendeau (DPW), A. Berry (Rec), Betsy Solon (Library), K. Flaherty (Fire), Eric Schelberg (Ambulance),

The meeting was called to order at 9:00 a.m.

I. Approval of Minutes (9/1/2020):

A. There was one amendment to the minutes of September 2020. D. Bouffard moved to approve the minutes as amended. K. Blow seconded. All were in favor.

II. Reports of Committees:

A. Accident investigation committee: This will be covered at the next meeting

B. Facility Inspection Committee: Andrew Grady reported all the facility inspections were done as of the September 2020 meeting and asked if those need to be scheduled over the year. K. Blow indicated they are done at the discretion of the Facility Inspection Committee, as long as they are all done by December 31 each year. A. Grady said they will spread the inspections out over the year for 2021. P. St. Cyr said the facility inspections are a DOL requirement for them all to be finished by December 31 each year.

III. Appointments: Karen Blow said we need nominations for Chair and Vice Chair and then we can vote on that today. Karen said the Chair should be management this time around.

- a. Chief Viola nominated Eric Schelberg as Chairman. M. Goldstein nominated Chief Viola as Chairman. A poll was taken: Chief Viola voted for Eric Schelberg; M. Goldstein voted for Chief Viola; J. Shannon Eric Schelberg; D. Bouffard E. Schelberg, K. Blow E. Schelberg; A. Grady E. Schelberg; B.

Whitfield E. Schelberg; R. Riendeau was contacted via cell phone and voted for E. Schelberg.

- b. E. Schelberg nominated M. Goldstein for Vice Chairman, a poll was taken: K. Blow yes; D. Bouffard yes; A. Grady yes; J. Shannon yes, Chief Viola yes; E. Schelberg yes; B. Whitfield yes; Rick Riendeau via cell phone yes.

For the upcoming year, the JLMC Chairman will be Eric Schelberg and Vice Chairman will be Mike Goldstein.

- IV. Safety Data Sheets: K. Blow asked if anyone was able to set up their sheets for their department? A. Grady asked if the safety sheets will be digitized or hard copy? K. Blow said there should be a set of safety sheets in the department for what is used; Russ has set up a folder on the T: drive to put a digitized copy, but a hard copy is helpful if quick reference is needed. Russ is in process of collecting these sheets for the Ambulance Department. Chief Viola added that a hard copy has to be available at the site. P. St. Cyr said an active file of things being used currently must be kept and an archive file of things used in the past that must be kept for 30 years. The concern for the fire department having a copy is for the active produce, not the archive. A product is considered active so long as there is still some being used in the department, it gets confusing and Primex offers classes on that.
- V. Roundtable: Karen asked about the panic button testing, do we want to add that for an action item: Chief Viola asked Phil St. Cyr if that should be part of a quarterly report? P. St. Cyr asked if can be included as a note but it is not a requirement. The fire alarm tests and sprinkler tests are required, the panic button alarms could just be noted that it was done. Chief Viola said when S. Pelletier does the testing, he will let Karen know so it gets reported. K. Blow just wants to make sure that it gets noted that the panic alarms work. P. St. Cyr said it is a good idea to keep it on the radar but is not a requirement.

Fire Drill – was a date set for a fire drill? J. Shannon said it was not a fire drill done in late summer, that was an actual fire. A fire drill date will be on the next agenda.

- VI. New business: There have been a number of COVID exposures since the last meeting there have been 26 incidents, of those 26, 21 have been COVID potential exposures and/or possible cases. That is across multiple departments. There was a vehicle incident and one slip and fall plus two pull and strains over the last quarter. The accident investigation reports were sent to Rick and Eric last week so we will talk about that at the next meeting. Chris Labonte asked if there was one or two vehicle incidents? K. Blow said she only deals with Workman's Comp but is only aware of one vehicle incident.

It was noted that two new reps for JLMC from Water Utilities will be joining the meetings in 2021: Al St. Pierre and Matt Wallace.

VII. Scheduled 2021 JLMC meetings:

March 2, 2021

June 1, 2021

September 7, 2021

December 7, 2021

JLMC Safety Program Review (biennial): Due December 2019, June 2021, June 2023

VIII. Adjournment: 9:42 am on motion by K. Blow, seconded by M. Viola.